

Name

(Optional whether to include your address; not required)

Cell number | email

(LinkedIn link, if you have; if you include, make sure info is consistent with resume)

EDUCATION

Queens College, City University of New York, Flushing, NY

Major: xxxxxx

Honors Minor: Business & Liberal Arts

Sept. 2019 – present

BA Expected May 2023

(these dates are just an example)

GPA:

Any QC-related honors or distinctions i.e. Dean's List, Presidential Scholar, etc.

Relevant Coursework: *list any courses that relate to the position you're applying for; include BALA classes that teach important skills in the workplace*

Study Abroad (if you did one)

Semester Year

EXPERIENCE (IF you have extensive experience, you can have two categories: *PROFESSIONAL EXPERIENCE* and *WORK – or OTHER – EXPERIENCE*. Professional internships, jobs, etc. would go under the first; work at a restaurant or deli or babysitting, etc. would go under the second. ALL are important to list)

Name of Company or Organization, City, State **Month Year – Month Year** (or present if still there)

Position Title (for ex. *Digital Media Intern, Counselor, etc.*)

- Use active verbs and bullets and energetic, positive language
- Describe what you did/do (making sure to use the present tense if still working there and past tense for past experience)
- Depending on the position 3-5 bullets should be enough
- Quantify successes, if possible (i.e. *increased page views by xx%, doubled social media footprint, etc.*)

VOLUNTEER/LEADERSHIP EXPERIENCE or EXTRACURRICULAR ACTIVITIES or

ACTIVITIES (choose the appropriate heading based on what you're going to include; only include "Leadership" if you've actually held leadership roles)

Organization or Club Name

Dates

Position

HONORS, AWARDS & RECOGNITIONS (ONLY include if relevant; not critical to have)

Just list

SKILLS

Computer: List computer skills you're familiar with

Language: Describe level of fluency

*****Important Notes*****

- Keep resume to one page
- Dates should be chronological, with most recent first and working backwards
- Be consistent with formatting (months, years, indents, etc; it's ok to abbreviate longer months - Sept. Aug.)
- Make sure fonts/size are consistent
- Unless you're a freshman or have no experience, especially because of COVID, high school shouldn't be included. One exception is ROTC or an activity that continued into your college years i.e. lifeguarding, working as a counselor, retail experience, babysitting, etc.